Michigan Deptartment of Treasury 496 (2-04) Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.	eport					
Local Government Type City Township Village Ot	Local Government Name		County			
Audit Date Opinion Date	Date Accountant	ant Report Submitted to State:				
We have audited the financial statements of accordance with the Statements of the Grandial Statements for Counties and Local	overnmental Accounting Standar	ds Board (GASB) and the	Uniform Reporting Format fo			
We affirm that:						
We have complied with the Bulletin for the second sec	ne Audits of Local Units of Govern	ment in Michigan as revised				
We are certified public accountants regis	stered to practice in Michigan.					
We further affirm the following. "Yes" respon comments and recommendations	ses have been disclosed in the fir	nancial statements, including	the notes, or in the report of			
You must check the applicable box for each i	tem below.					
Yes No 1. Certain component	units/funds/agencies of the local ι	unit are excluded from the fin	ancial statements.			
Yes No 2. There are accumula 275 of 1980).	ated deficits in one or more of th	is unit's unreserved fund ba	alances/retained earnings (P.A.			
Yes No 3. There are instance amended).	s of non-compliance with the Ur	niform Accounting and Budo	geting Act (P.A. 2 of 1968, as			
<u> </u>	violated the conditions of either order issued under the Emergence		Municipal Finance Act or its			
<u> </u>	s deposits/investments which do 29.91], or P.A. 55 of 1982, as am		equirements. (P.A. 20 of 1943,			
Yes No 6. The local unit has b	een delinquent in distributing tax r	evenues that were collected	for another taxing unit.			
Yes No 7. pension benefits (n	violated the Constitutional requirormal costs) in the current year. In the normal cost requirement, no	If the plan is more than 100	0% funded and the overfunding			
Yes No 8. The local unit uses (MCL 129.241).	credit cards and has not adopt	red an applicable policy as	required by P.A. 266 of 1995			
Yes No 9. The local unit has n	ot adopted an investment policy a	s required by P.A. 196 of 199	97 (MCL 129.95).			
We have enclosed the following:		Enclosed	To Be Not Forwarded Required			
The letter of comments and recommendation	ns.					
Reports on individual federal financial assist	ance programs (program audits).					
Single Audit Reports (ASLGU).						
Certified Public Accountant (Firm Name)						
Street Address	City	St	ate ZIP Code			
Accountant Signature Signature Signature	P. c .	Da	ate			

Township of Valley Allegan County, Michigan FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT

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INDEPENDENT AUDITORS' REPORT

Board of Trustees
Township of Valley, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Township of Valley, Michigan, as of March 31, 2005, and for the year then ended, which collectively comprise the Township's basic financial statements, as listed in the contents. These financial statements are the responsibility of Township of Valley, Michigan's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Township of Valley, Michigan, as of March 31, 2005, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with U.S. generally accepted accounting principles.

As described in Note 8, the Township has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, as of April 1, 2004.

The budgetary comparison schedules, as listed in the contents, are not required parts of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it. The Township of Valley, Michigan has not presented the management's discussion and analysis that the



Board of Trustees Township of Valley, Michigan Page 2

Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be a part of, the financial statements.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township of Valley, Michigan, basic financial statements. The supplementary information, as listed in the contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Sigfried Cranboll P.C.

July 18, 2005

BASIC FINANCIAL STATEMENTS

Township of Valley STATEMENT OF NET ASSETS

March 31. 2005

	Governme activitie	
ASSETS		
Current assets:		
Cash	\$	286,305
Receivables (net)		38,144
Total current assets		324,449
Noncurrent assets:		
Receivables (net)		24,230
Capital assets (net of accumulated depreciation)		170,497
Total noncurrent assets		194,727
Total assets		519,176
LIABILITIES Current liabilities: Payables		13,686
NET ASSETS Invested in capital assets		170,497
Restricted for:		· · · - , · • •
Public safety		34,914
Public works		161,875
Unrestricted		138,204
Total net assets	<u>\$</u>	505,490

		Program	Net (expenses) revenues and changes in net assets	
	<u>Expenses</u>	Charges for services	Operating grants and contributions	Governmental activities
Functions/Programs				
Governmental activities:				
Legislative	\$ 4,375	\$ -	\$ -	\$ (4,375)
General government	190,706	22,727	-	(167,979)
Public safety	59,110	39,132	-	(19,978)
Public works	52,340	73,395	2,950	24,005
Community and economic	47.057	0.404		(0.770)
development Recreation and cultural	17,957	8,184	-	(9,773)
Recreation and cultural	2,000			(2,000)
Total governmental				
activities	\$ 326,488	\$ 143,438	\$ 2,950	(180,100)
adavado	<u>Ψ 020,100</u>	<u>Ψ 140,400</u>	Ψ 2,000	(100,100)
	General reve	enues:		
	Taxes			155,464
	State grar	nts		124,525
	Investmer			2,901
	Other			610
	Total	general reven	ues	283,500
	Change in no	et assets		103,400
	Net assets -	beginning		402,090
	Net assets -	ending		\$ 505,490

		_ 0	General		Fire		Road
ASSETS Cash Receivables		\$	123,196 34,060	\$	33,278 5,386	\$	127,955 5,386
	Total assets	<u>\$</u>	157,256	\$	38,664	\$	133,341
LIABILITIES AI BALANCES Liabilities: Payables		\$	9,936	\$	3,750	\$	_
Deferred rev	enue enue	<u> </u>	9,116	<u> </u>		Ψ	
	Total liabilities		19,052		3,750		
Fund balances: Unreserved			138,204		34,914		133,341
	Total liabilities and fund balances	<u>\$</u>	157,256	<u>\$</u>	38,664	\$	133,341

Amounts reported for *governmental activities* in the statement of net assets (page 6) are different because:

Capital assets used in *governmental activities* are not financial resources and, therefore, are not reported in the funds.

Special assessments receivable are not available to pay for the current period's expenditures and, therefore, are deferred in the funds.

Net assets of governmental activities

gove Re	nmajor ernmental evolving rovement	go	Total overnmental funds
\$	1,876 17,542	\$	286,305 62,374
<u>\$</u>	19,418	<u>\$</u>	348,679
\$	- 15,1 1 4	\$	13,686 24,230
	15,114		37,916
	4,304		310,763
<u>\$</u>	19,418		

170,497

24,230

\$ 505,490

Township of Valley STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES governmental funds

		General_	Fire		Fire F	
REVENUES		_				
Taxes	\$	66,343	\$	55,674	\$	55,674
Licenses and permits	•	35,082	•	_	•	_
State grants		124,525		_		_
Charges for services		12,655		3,825		-
Fines and forfeitures		225		-		-
Interest		2,901		-		-
Other		37,203		_		75
Total revenues		278,934	_	59,499		55,749
EXPENDITURES						
Legislative		4,375		-		-
General government		189,580		-		-
Public safety		34,204		24,906		-
Public works		47,688		-		16,979
Community and economic development		17,957		-		-
Recreation and cultural		2,000		-		-
Capital outlay		14,712		-		-
		· ·			_	
Total expenditures	_	310,516		24,906	_	16,979
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(31,582)	_	34,593	_	38,770
OTHER FINANCING SOURCES (USES):						
Transfer in		_		_		_
Transfer out		(20,005)		_		_
Transier out	_	(20,000)			_	
Total other financing sources (uses)		(20,005)	_			
NET CHANGE IN FUND BALANCES		(51,587)		34,593		38,770
FUND BALANCES - BEGINNING		189,791		321	_	94,571
FUND BALANCES - ENDING	<u>\$</u>	138,204	<u>\$</u>	34,914	<u>\$</u>	133,341

goverr Rev	major nmental olving vement	goı	Total /ernmental funds
\$	-	\$	177,691
	-		35,082
	-		124,525
	-		16,480
	-		225
	-		2,901
	11,476		48,754
	11,476		405,658
	_		4,375
	-		189,580
	-		59,110
	27,177		91,844
	-		17,957
	-		2,000
			14,712
	27,177		379,578
	(15,701)		26,080
	20,005		20,005
			(20,005)
	20,005		
	4,304		26,080
			284,683
\$	4,304	<u>\$</u>	310,763

Township of Valley STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES governmental funds (Continued)

Net change in fund balances - total governmental funds	\$	26,080
Amounts reported for <i>governmental activities</i> in the statement of activities (page 6) are different because:		
Capital assets: Assets acquired Provision for depreciation		62,595 (9,505)
Change in other assets/liabilities: Net increase in deferred revenue		24,230
Change in net assets of governmental activities	<u>\$</u>	103,400

Township of Valley STATEMENT OF FIDUCIARY NET ASSETS - agency funds

March 31, 2005

ASSETS Cash	<u>\$</u>	<u>664</u>
LIABILITIES Payables	\$	664

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Township of Valley, Michigan (the Township), conform to U.S. generally accepted accounting principles (hereinafter referred to as generally accepted accounting principles) as applicable to governments. The following is a summary of the more significant policies.

a) Reporting entity:

The accompanying financial statements present only the Township. There are no component units, entities for which the Township is considered to be financially accountable.

b) Government-wide and fund financial statements:

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the Township. The effect of inter-fund activity has been removed from these statements. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

c) Measurement focus, basis of accounting, and financial statement presentation:

The government-wide financial statements are reported using the economic resources, measurement focus, and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Private-sector standards of accounting issued prior to December 1, 1989, are generally followed in the government-wide financial statements to the extent that those standards do not conflict with the standards of the Governmental Accounting Standards Board (GASB).

Governmental fund financial statements are reported using the current financial resources, measurement focus, and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Township generally considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

c) Measurement focus, basis of accounting, and financial statement presentation (continued): State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when cash is received by the government.

The Township reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund. Revenues are primarily derived from property taxes and state shared revenue.

The Fire Fund accounts for the financial resources used for the operations of the fire department. Revenues are primarily derived from property taxes.

The Road Fund accounts for the financial resources used for the improvement, repairs and maintenance of roads in the Township. Revenues are primarily derived from property taxes.

The Township reports a single fiduciary fund, Agency Fund, which accounts for assets held by the Township in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

- d) Assets, liabilities, and net assets or equity.
 - i) Bank deposits Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Pooled interest income is proportionately allocated to all funds.
 - ii) Receivables No allowance for uncollectible accounts has been recorded as the Township considers all receivables to be fully collectible.
 - iii) Capital assets Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the government as assets, other than infrastructure with an initial individual cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Governments can elect to account for infrastructure assets either retroactively to June 15, 1980, or prospectively. The Township has elected to account for infrastructure assets prospectively, beginning April 1, 2004.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

d) Assets, liabilities, and net assets or equity (continued):

iii) Capital assets (continued) -

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements	15 - 40 years
Equipment	3 - 5 years
Infrastructure	10 - 40 years

- iv) Fund equity In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.
- v) Property tax revenue recognition Property taxes are levied as of December 1 on property values assessed as of December 31 of the prior year. The billings are due on or before February 14, after which time the bill becomes delinquent and penalties and interest may be assessed by the Township. The Township considers property taxes levied December 1 to be revenue of the current year.

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY:

Budgetary information - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. The budget document presents information by fund, function, and department. The legal level of budgetary control adopted by the governing body is the function level. All annual appropriations lapse at the end of the fiscal year.

The following schedule sets forth significant budget variations:

Fund	Function	Budget		 Actual	<u> </u>	/ariance_
General Fire	Public works Public safety	\$	2,080 22,500	\$ 47,688 24,906	\$	(45,608) (2,406)

NOTE 3 - CASH:

The Township's cash is follows:

	ernmental ctivities	Fidt	Fiduciary		Totals		
Cash	\$ 286,305	\$	664	\$	286,969		

NOTE 3 - CASH (Continued):

Deposits are carried at cost and are maintained at various financial institutions in the name of the Township. State statutes and the Township's investment policy authorize the Township to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations. The Township's deposits are in accordance with statutory authority. At March 31, 2005, the Township has deposits with a carrying amount of \$286,969 and a bank balance of \$287,259. Of the bank balance, \$196,883 is covered by federal depository insurance and \$90,376 is uninsured.

NOTE 4 - RECEIVABLES:

Receivables as of year end for the government's individual major and nonmajor funds, in the aggregate, are as follows:

Fund		roperty taxes		Special essments	gov	Inter- ernmental	 Totals
General Fire Road	\$	5,641 5,386 5,386	\$	9,116 -	\$	19,303 -	\$ 34,060 5,386 5,386
Other governmental				17,542			 17,542
Totals	<u>\$</u>	16,413	<u>\$</u>	26,658	\$	19,303	\$ 62,374
Noncurrent portion	\$		<u>\$</u>	24,230	\$	_	\$ 24,230

All receivables are considered fully collectible.

NOTE 5 - CAPITAL ASSETS:

Capital asset activity for the year ended March 31, 2005, was as follows:

	Beginning balance	<u>Increases</u>	Decreases	Ending balance
Governmental activities: Capital assets not being depreciated - land	\$ 8,151	\$ -	\$ -	\$ 8,151
Capital assets being depreciated:				
Buildings and improvements	199,215	18,702	_	217,917
Equipment	20,993	_	-	20,993
Infrastructure		43,893		43,893
Subtotal	220,208	62,595		282,803

NOTE 5 - CAPITAL ASSETS (Continued):

	Beginning balance	Increases	Decreases	Ending _balance
Less accumulated depreciation for:				
Buildings and improvments	103,731	2,442	-	106,173
Equipment	7,221	2,674	-	9,895
Infrastructure		4,389		4,389
Subtotal	110,952	9,505		120,457
Total capital assets being depreciated (net)	109,256	53,090		162,346
Governmental activities capital assets, net	<u>\$ 117,407</u>	\$ 53,090	<u>\$ -</u>	<u>\$ 170,497</u>

Depreciation expense was charged to functions of the Township as follows:

Governmental activities: General government Public works	\$ 5,116 4,389
	\$ 9,505

NOTE 6 - CONSTRUCTION CODE ACT:

A summary of construction code enforcement transactions for the year ended March 31, 2005, is as follows:

Permit revenue Inspections expenses	\$ 35,081 (41,316)
Deficiency of revenues over expenses	\$ (6,235)

NOTE 7 - RISK MANAGEMENT:

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for each of these claims and is neither self-insured nor participates in a shared-risk pool. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

Township of Valley NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 8 - CHANGE IN ACCOUNTING PRINCIPLES:

Effective April 1, 2004, the Township implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, along with all related statements and interpretations. In connection with the implementation of this statement, the following adjustments to beginning net assets have been made to reflect the cumulative effect of this accounting change:

Net assets as previously reported: General and special revenue funds	\$ 284,683
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	 117,407
Net assets, as restated	\$ 402,090

REQUIRED SUPPLEMENTARY INFORMATION

Township of Valley BUDGETARY COMPARISON SCHEDULE - General Fund

	riginal udget		mended budget		Actual	fav	riance orable ovorable)
REVENUES							
Taxes	\$ 58,932	\$	57,952	\$	66,343	\$	8,391
Licenses and permits	32,000		35,759		35,082		(677)
State grants	124,600		146,448		124,525		(21,923)
Charges for services	8,700		11,657		12,655		998
Fines and forfeitures	3,000		225		225		-
Interest	1,000		2,494		2,901		407
Other	 500		1,975		37,203		35,228
Total revenues	 228,732		256,510		278,934		22,424
EXPENDITURES							
Legislative	 4,200		4,375		4,375		
General government:							
Supervisor	18,400		18,920		18,920		-
Election	2,500		6,100		5,797		303
Assessor	20,500		19,000		18,081		919
Clerk	23,500		23,500		23,362		138
Board of review	2,100		2,100		1,245		855
Treasurer	28,000		26,500		26,428		72
Hall and grounds	20,000		27,300		18,851		8,449
Cemetery	6,100		5,344		5,396		(52)
Other	 67,402		67,360	_	71,500		<u>(4,140</u>)
Total general							
government	 188,502		196,124	_	189,580		6,544
Public safety:							
Emergency medical services	2,500		2,500		2,500		-
Inspections	 30,000		33,137	_	31,704		1,433
Total public safety	32,500		35,637		34,204		1,433
Public works	 2,500		2,080	_	47,688		(45,608)
Community and economic development	 17,300		18,230	_	17,957		273
Recreation and culture	2,000	_	2,000	_	2,000		
Capital outlay	 23,000		18,415	_	14,712		3,703

Township of Valley BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)

EVDENDITUDEO (O()	Original budget	Amended budget	Actual	Variance favorable (unfavorable)
EXPENDITURES (Continued) Total expenditures	\$ 270,002	\$ 276,861	\$ 310,516	\$ (33,655)
DEFICIENCY OF REVENUES OVER EXPENDITURES	(41,270)	(20,351)	(31,582)	(11,231)
OTHER FINANCING USES: Transfer out - other governmental		(20,005)	(20,005)	
NET CHANGE IN FUND BALANCES	(41,270)	(40,356)	(51,587)	(11,231)
FUND BALANCES - BEGINNING	189,791	189,791	189,791	
FUND BALANCES - ENDING	\$ 148,521	\$ 149,435	\$ 138,204	\$ (11,231)

Township of Valley STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - Fire Fund

	Original budget			nended oudget	Actual		Variance favorable (unfavorable)	
REVENUES								
Taxes	\$	23,963	\$	24,053	\$	55,674	\$	31,621
Charges for services		8,000		3,825	_	3,825		
Total revenues		31,963		27,878	_	59,499		31,621
EXPENDITURES								
Public safety		25,000		22,500		24,906		(2,406)
•								(_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
NET CHANGE IN FUND BALANCES		6,963		5,378		34,593		29,215
FUND BALANCES - BEGINNING		321		321		321		-
FUND BALANCES - ENDING	<u>\$</u>	7,284	<u>\$</u>	5,699	<u>\$</u>	34,914	\$	29,215

Township of Valley STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - Road Fund

REVENUES	Original budget	Amended budget	Actual	Variance favorable (unfavorable)
Taxes Other	\$ 47,229 	\$ 47,404 	\$ 55,674 <u>75</u>	\$ 8,270
Total revenues	47,229	47,404	55,749	8,345
EXPENDITURES Public works	<u>-</u>	16,980	16,979	1
NET CHANGE IN FUND BALANCE	S 47,229	30,424	38,770	8,346
FUND BALANCES - BEGINNING			94,571	94,571
FUND BALANCES - ENDING	<u>\$ 47,229</u>	\$ 30,424	<u>\$ 133,341</u>	\$ 102,917